

# Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Army National Guard

<b>Announcement Number:</b>	15-001
<b>Date of announcement:</b>	<b>11December 2014</b>
<b>Closing Date:</b>	<b>31 December 2014</b> (All applications must be received before 1600 on the closing date in the Human Resources Office, not postmarked by closing date.)
<b>Start Date No Later Than:</b>	<b>1 February 2015</b>
<b>Position Description &amp; #:</b>	Readiness / Training NCO
<b>Duty Location:</b>	Reno, Nevada
<b>Unit/UIC/Para/ Line Number:</b>	HHC 422D ESB
<b>Area of Consideration:</b>	<b>Statewide*; Current members and On Board AGR's of the Nevada Army National Guard</b>
<b>Grade:</b>	Enlisted, AGR Min E-5/SGT- Max E-6/SSG
<b>MOS:</b>	<b>25B, 25N, or 25Q Preferred but not required must be eligible to become 25B, 25N, or 25Q qualified MOSQ within 1 year from hire date.</b>
<b>Salary:</b>	Full military pay and allowances depending on rank and longevity
<b>Initial Tour Length:</b>	3 years
<b>Human Resources Point of Contact:</b>	1SG Anderson at (775) 887-7391 /DSN 530-7391 <a href="mailto:troy.h.anderson.mil@mail.mil">troy.h.anderson.mil@mail.mil</a>
<b>Unit Point of Contact:</b>	MAJ Guerrero at (775) 971-6003 DSN 530-6003 <a href="mailto:jerome.v.guerrero.mil@mail.mil">jerome.v.guerrero.mil@mail.mil</a>
<b>NOTE: *Statewide means: Only current members and On Board AGR's of the Nevada Army National Guard or Traditional Soldiers (M Day) may apply.</b>	

**15-001**

**HOW TO APPLY:**

**INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST  
WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO  
BINDERS OR STAPLES PLEASE!**

1. Initial NGB Form 34-1, dated 20131111, must be complete with signature (Available on NGB Forms) [http://www.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm)
2. Initial Physical:
  - Current MEDPROS printout within 30 days of application (Available on AKO) <https://apps.meds.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record). Used for verification of PHA completion within 1 year from application date and verification of HIV testing within 2 years from application date. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
  - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles.
3. Initial Memorandum through unit Commander or authorized representative stating height/weight. Memorandum must be within 30 days of closing date and applicant must be compliance with Army Standards IAW AR 600-9.
4. Initial Memorandum through unit Commander/AO stating Soldier is not Flagged nor has any Adverse Actions Pending.
5. Initial Photograph: Within One Year
  - Official Military Photo in Army Service Uniform. Photo in Army Combat Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
6. Initial Last five DA Form 2166-8 (NCOER). Must show previous successful leadership experience. Performance counseling acceptable if Soldier has no NCOERs. Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of NOCERS.
7. Initial Validated copy of ERB
8. Initial Copy of current DA Form 705 (Army Physical Fitness Test Scorecard) with minimum of the last two scores.
  - **Must have successfully completed and passed most recent APFT within 12 months.** Ensure DA Form 705 states, “FOR RECORD GO”. Submit memo to President of the Board explaining why you do not have three years of APFT records (if applicable).
9. Initial Retirement Points History Statement (RPAS) dated within 30 days.
10. Initial Personnel Qualification Record (PQR) dated within 30 days.

11. Initial Current security clearance memo from security manager- must have NACLCL Secret or be eligible to obtain Secret.
12. Initial DD 1966-1 or Recruiter's Worksheet demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. Needed to verify ASVAB/AFCT scores.
13. Initial Any supporting documentation to reflect experience, training for the advertised position to include letters of recommendation or civilian degrees.
14. Initial All DD Form 214 (s), DD Form 215 (s), DD Form 220 (s) and NGB Form 22 (s) covering any active duty period. **(DD 214 copy must include bottom portion that identifies Separation Code).**
15. Initial Copy of documentation showing military education completed for: MOS, NCOES and OES (Office Educations System) (i.e. 1059's).
16. Initial **Applicants email address:**\_\_\_\_\_ You will be contacted by email or phone for interviews.

**Applications without all required supporting documents will be returned without consideration. Applications received after 1600 on the closing date will be returned without consideration.**

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

**Submit applications to:**

**Nevada Military Department,**

**ATTN: HRO AGR Branch NGNV-HR-AG,**

**2460 Fairview Drive, Carson City Nevada 89701-5502.**

**All applications must be received in HRO office before 1600 on the closing date of this announcement, not postmarked by closing date. If applying for multiple job announcements you must fill out a complete packet for each announcement.**

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

##### **Major duties:**

The Readiness NCO performs personnel and administrative functions in support of company. Responsible to oversee and manage unit readiness and operations for the company on a daily basis. Responsible for company processing of My Unit Pay System (MUPs) Defense Travel System (DTS) and Army Training Requirements and Resources System, and Logistical requirements. Support the Unit Commander and 1SG in all matters concerning personnel, equipment, supply and training readiness issues and Recruiting and Retention goals. Responsible for preparing quarterly Unit Status Report (USR), support the Higher Headquarters with necessary readiness indicator data to accurately and timely complete monthly, quarterly, semi-annual and annual reports. Normal duty day requires occasional evening meetings with unit leadership. Performs additional duties as assigned to include developing all training schedules, closing out IDT's, managing training assessments, DTMS actions, all IPERMS actions, submitting PAR's, managing ATTRs, AFCOS, RCAS, MPDV, MEDPROS, SIDPERS, the LOD module, security clearances, and all other administrative, Training and Readiness functions for the unit.

Training NCO Duties are to Manages and oversees the administration of the command's school program. Reviews,

approves and forwards forecasts of individual training requirements of the organization. Manages long range force modernization plans, professional military education requirement changes, and military occupational skill transition training are incorporated into forecasts. Sub-allocates authorized training quotas to elements within the command based on the commander's guidance, preliminary forecasts, and modifications due to training requirements. Reallocates organizational quotas based on execution and organizational training requirements. Resolves significant issues or problems in eligibility and prerequisite completion, quota allocation, and funds availability for individual training.

### **MOS QUALIFICATION REQUIREMENTS:**

**25B, 25N, or 25Q Preferred but not required must be eligible to become 25B, 25N, or 25Q and complete MOSQ within 1 year from hire date.**

#### **Physical demands rating and qualifications for initial award of 25B MOS.**

- (1) A physical demands rating of very heavy.
- (2) A physical profile of 111221.
- (3) Qualifying scores.
  - (a) A minimum score of 100 in aptitude area EL and 100 in aptitude area SC in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 98 in aptitude area EL and 98 in aptitude area SC on ASVAB tests administered on and after 2 January 2002.

#### **Physical demands rating and qualifications for initial award of 25N MOS.**

- (1) A physical demands rating of heavy.
- (2) A physical profile of 212221.
- (3) Normal color vision.
- (4) Qualifying scores.
  - (a) A minimum score of 105 in aptitude area EL and 105 in aptitude area SC in Armed Services Vocational Aptitude Battery (ASVAB) test administered prior to 2 January 2002.
  - (b) A minimum score of 102 in aptitude area EL and 105 in aptitude area SC on ASVAB test administered on and after 2 January 2002.

#### **Physical demands rating and qualifications for initial award of 25Q MOS.**

- (1) A physical demands rating of heavy.
- (2) A physical profile of 111221.
- (3) Normal color vision.
- (4) Qualifying scores.
  - (a) A minimum score of 100 in aptitude area EL and 100 in aptitude area SC in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 98 in aptitude area EL and 98 in aptitude area SC on ASVAB tests administered on and after 2 January 2002.

<b><u>ADDITIONAL REQUIREMENTS:</u></b>
<b>Selected individual will be re-assigned to HHC 422D ESB</b>
<b>Must currently possess and maintain a Secret Security Clearance or Higher or qualify for a Secret Security Clearance Immediately.</b>
<b><u>MINIMUM ELIGIBILITY CRITERIA:</u></b>
Individuals who have been involuntarily separated from the AGR program or Full Time National Guard Duty are not eligible to reenter the program. Must meet medical standards prescribed by AR 40-501 chapter 3. You will be required to complete a physical exam if you do not have a current one within the last two years. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB approved waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Applicants who are over grade may apply, but must indicate <u>in writing</u> a willingness to be administratively reduced in grade when assigned to the position. Members must remain in the position in which initially assigned for a minimum of 18 months. The initial tour length is three years. Failure to become MOSQ within the specified period is grounds for mandatory involuntary separation from the AGR program. Applicants must meet the physical demands rating and qualifications for award of MOS in accordance with AR 611-21 and NGR 600-200. Must meet Army Physical Fitness standards and height and weight standards as prescribed by AR 350-1 and AR 600-9. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government.
<b><u>THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER</u></b>
Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.